

# B'NAI MITZVAH PLANNING GUIDE



Temple Israel  
Charlotte, NC

The most current copy of this Guide is available at  
[www.templeisraelnc.com](http://www.templeisraelnc.com)

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## Temple Israel Contact Information

For questions regarding Bar/Bat Mitzvah tutoring:

Cantor Elias Roochvarg 704-362-2796

For questions regarding Event planning, Social Hall or kitchen reservations, Kashrut, etc.

Events Director Terri Cathcart 704-362-2796

For questions regarding Aliyot, services, and D'var Torah & parents' speech

Senior Rabbi Rabbi Murray Ezring 704-362-2796

Associate Rabbi Rabbi Faith Cantor

For questions regarding Religious School, attendance requirements and mitzvah projects

Education Director Debby Block 704-944-6786

For questions regarding Temple dues and financial matters

Administrator Sandy Middleton 704-362-2796

To make an appointment with the Rabbi, obtain the updated class list for your invitations and to schedule your dress rehearsal

Assistant to the Clergy Mary Beall 704-362-2796

Please read this B'nai Mitzvah Planning Guide and use it as a tool to familiarize yourself and your family with the Bar/Bat Mitzvah experience that is in your family's future. The information contained herein is reviewed annually and is subject to change at any time. For the most current version, please visit our website: [www.templeisraelnc.com](http://www.templeisraelnc.com)



Dear Friends:

Mazal Tov! You are about to embark on the planning of one of the most joyous occasions in your family's life -- your child's Bar/Bat Mitzvah. This Simcha is the first major life cycle event which you will plan and prepare together with your child. It is our hope, that by working and studying together, we will help make it a meaningful and rewarding experience for all involved.

This B'nai Mitzvah Planning Guide is meant to assist you and your family in the preparation for your child's passage into the age of personal responsibility. In it you will find answers to most of the practical questions you have pertaining to the organization of your Bar/Bat Mitzvah. When other questions arise, please call us or one of the Temple Israel contacts listed at the front of this guide.

The Bar/Bat Mitzvah is a milestone in your child's life. It is the public celebration of your child reaching the Jewish age of maturity (thirteen years for boys, 12 ½ years for girls). The implications of this rite of passage reach far beyond being called to the Torah for an Aliyah. From this moment on, your son/daughter is counted in the Minyan of Israel. In addition to being able to recite the appropriate blessings and prayers, the Bar/Bat Mitzvah experience should help your child learn to express his/her loyalty to Torah, the Jewish People and the State of Israel as well as his/her individual desire to perform Mitzvot. Creating and maintaining that commitment to our age old traditions is the goal of the partnership which you as parents have formed with Temple Israel. May your child go from strength to strength, growing to be an integral part of our Jewish community. Mazal Tov.

Shalom,

Rabbi Murray Ezring  
Rabbi Faith Cantor  
Cantor Elias Roohvarg

# I. ASSIGNMENT OF BAR/BAT MITZVAH DATE

## A. Procedure and Policy

Each student is assigned a Bar/Bat Mitzvah date occurring as close as possible following their 13<sup>th</sup> birthday according to the Hebrew calendar. (Note: Girls are eligible to become Bat Mitzvah at Temple Israel on or after their 12½ Hebrew birthday.) Dates are assigned 24-36 months in advance. Each family will be notified of their assigned date.

Dates will only be assigned to members in good financial standing with Temple Israel. Members must be current on their financial obligations or have made arrangements with the Temple Administrator.

## B. Bar/Bat Mitzvah Service Options

We are fortunate to have a large and growing family at Temple Israel with many students preparing for their Bar/Bat Mitzvah at the same time. To accommodate the increasing number of students, please be aware the Temple Israel policy now states that: Each weekend that has B'nai Mitzvah scheduled, will be a shared Shabbat weekend. This may consist of two B'nai Mitzvah on Shabbat morning OR one Shabbat morning and one Shabbat afternoon for Mincha/Ma'ariv and Havdalah, OR one on Saturday and one on Sunday morning for Rosh Chodesh.

Options for Bar/Bat Mitzvah Service:

- Saturday morning Shabbat Service (single or double, as fits the above criteria)
- Mincha/Ma'ariv
- Mincha/Ma'ariv and Havdalah Service (Havdalah may not be available during certain times of the year)
- Sunday morning, Rosh Chodesh Service

## C. Israel Option:

Every year there are families who are excited at the idea that their child's Bar or Bat Mitzvah took place in Israel. Any family who wishes to establish Israel as an option to the Bar or Bat Mitzvah ceremony here in Charlotte at Temple Israel, should contact Rabbi Murray Ezring as soon as possible so that he can help you decide the best format in which to fulfill your wishes. There is always the option to work with the synagogue and to be part of the synagogue pilgrimage to Israel during which your child will become Bar or Bat Mitzvah either at the Kotel Masorti, the conservative section of the Western Wall, or on the mountaintop of Messada, one of the ancient synagogue structures that remain in Israel or within a Masorti congregation.

#### D. Reserving Your Date

In order to secure your date, you must send in the signed contract with payment or make financial arrangements with the Temple Administrator. The Bar/Bat Mitzvah fee is \$360 per child which includes tutoring and the Trope Trainer software. The fee is refundable only if the student moves more than 50 miles from Charlotte. The fee is subject to change as directed by the Board of Trustees.

## II. STUDENT AND FAMILY REQUIREMENTS

### A. Religious School Attendance

The opportunity to attend religious school is a privilege. Our children discover the joy of Hebrew and davening. Students study our culture and for the first time in their lives, understand where they fit in our continuing Jewish story. It is important for each child to become familiar with Jewish customs, history, ritual and beliefs in order to make his/her Bar/Bat Mitzvah meaningful and to set a firm foundation for continued learning and observance.

Conservative synagogues require attendance at either an afternoon religious school or a Jewish Day School for five years prior to Bar/Bat Mitzvah, including the two years immediately preceding the Simcha.

Constant reinforcement is extremely important when learning any language. Consistent, timely and regular attendance at Religious School is needed to ensure maximum learning. If attendance is not regular, a student will not be prepared for their simcha.

The Temple Israel Education Committee has set a requirement that students are expected to attend at least 75% of the classes as well as 75% of Shabbat morning services during each school year. Attendance will be taken regularly and reported to the Rabbis, Cantor and Education Committee. Students attending Charlotte Jewish Day School must meet the Shabbat attendance requirement beginning in 6<sup>th</sup> grade.

Any student that does not meet the attendance requirements will be limited in what he/she is permitted to lead during services, up to and including losing their assigned B'nai Mitzvah date or forfeit their originally assigned Bar/Bat Mitzvah date. The consequences for not meeting the attendance requirements are at the discretion of the Senior Rabbi. Students are expected to attend and complete the seventh grade school year, even if their Bar/Bat Mitzvah has already occurred.

The Mechina program is required for all 6<sup>th</sup> grade students and their parents whether they are studying at TIRS, Charlotte Jewish Day School or Beth Shalom of Lake Norman. The Etgar Family Education program is required for all 7<sup>th</sup> grade students and their parent(s). More information is in Section E.

### B. Shabbat Service Attendance

Our goal as a synagogue is to provide the structure for your child to acquire synagogue skills. Regular participation at our synagogue is an important way to acquire the skills necessary to have a meaningful Bar/Bar Mitzvah experience. All students, whether enrolled in our religious or Charlotte Jewish Day School, are required to attend Shabbat morning services at least 75% of the time. In addition, each Bar/Bat Mitzvah candidate and his/her parents must also attend at least eight (8) Shabbat services in the three (3) months preceding your Simcha, including no less than four Bar/Bat Mitzvah services. The Rabbis will direct you to other services depending on when your simcha is scheduled for (e.g. Mincha/Ma'ariv or Rosh Chodesh).

The Bar/Bat Mitzvah is truly a family affair. Participating in the Shabbat experience can be joyful and meaningful. The more familiar the whole family is with the Shabbat service and the

beautiful melodies of the prayers, the more successful your child will be and the better prepared everyone will be for the wonderful Bar/Bat Mitzvah experience!

### C. Every Child in the B'nai Mitzvah/Etgar Class Must Be Invited

It is Temple Israel policy that all members of the B'nai Mitzvah Class, also known as Etgar, must be invited to the Bar/Bat Mitzvah service and any planned party or similar event. We try to teach our children the importance of our Jewish community and the Bar/Bat Mitzvah signifies becoming an adult in the community. This milestone in the Jewish life cycle will be shared by all members of the B'nai Mitzvah Class community. Inviting all students in the class exhibits exemplary leadership and reinforces the importance of your child's Jewish community. This prevents any child from feeling left out of his/her class' activities and is crucial to every youngster's morale and development as a person. In a society that has become as stratified as American communities have, it is crucial for us to consider the feelings of each and every Bar/Bat Mitzvah. Therefore, in addition to inviting all classmates to your celebration, it is important for you to urge, encourage and cajole your child to attend every other Bar Mitzvah classmate's party.

### D. Mechina Family Education Series and B'nai Mitzvah Preparation

The tremendous success of the Etgar program for 7<sup>th</sup> grade brought requests that our pre-B'nai Mitzvah Family Education Program begin earlier. Therefore, Mechina, along with the Family Education Program for the Vav Class will begin our Family Education Program toward B'nai Mitzvah. The class will take place on Sunday mornings during class time. Attendance is mandatory. There will be 4-6 Mechina programs for 6<sup>th</sup> graders and their families during the 6<sup>th</sup> grade (or Vav class school year). The program will emphasize the meaning of Bar/Bat Mitzvah and go into depth on ways to plan the family simcha while ensuring that the religious meaning of the event is foremost in the celebration.

### E. Etgar Family Education Series

7<sup>th</sup> Grade students and their parents are required to attend Sunday Etgar sessions as scheduled. A calendar of classes is distributed at the beginning of the school year. Each student and at least one parent is required to attend all the sessions.

### **III. BAR/BAT MITZVAH TRAINING AND PREPARATION**

#### **A. Tutoring with Cantor**

You will be contacted approximately one year before your Simcha to begin the Bar/Bat Mitzvah training. If you have not been contacted, please feel free to call the Cantor. These lessons will begin approximately twelve months prior to the date of your Simcha. Students will be prepared according to their ability.

All students will work in small groups on Thursday afternoons with a tutor to learn the following:

1. Recite the Haftarah blessings
2. Conduct all of the Torah service, including Ashrei
3. Recite the Torah blessings (Aliyah)
4. Conduct the Musaf Service
5. Lead the Kiddush Friday night and Saturday morning

The Cantor will work with students to learn how to chant the Maftir portion and Haftarah. For shared Shabbat morning B'nai Mitzvah, the Cantor may tutor the students together.

If other family members would like to read Torah or take part in the service in other ways, approval must come from both Rabbi Ezring and Cantor Roohvarg. Please speak to them at least 4 months prior to your Simcha.

#### **B. Trope Trainer**

Each student will receive a computer program that is extremely helpful in the learning of Torah and Haftarah trope. TROPE TRAINER will be provided to you by the Cantor. The cost of the Trope Trainer is included in the B'nai Mitzvah fee.

#### **C. D'var Torah Preparation**

When your child prepares and presents his/her D'var Torah, he/she is sharing with the community the knowledge that he/she has gained from reading and understanding the Torah and/or Haftarah portion.

1. Three Months before the Event

It is the parent's obligation to call the Assistant to the Clergy at least three (3) months before the event to set up several meetings with the Rabbi, your child, and both parents. At these meetings, the D'var Torah will be discussed, and your child's preparedness for becoming a B'nai Mitzvah will be evaluated.

2. How to prepare a D'var Torah
  - a. Read through the Torah and Haftarah readings for your Shabbat.
  - b. Read commentary and explanation of the part of the Parasha we will read that Shabbat.
  - c. Write down the three events, concepts, or ideas that you feel are most important.
  - d. Write down why you feel they are important.
  - e. Write down how those ideas affect you or the world today.
  - f. Write down how you will be guided or affected by them in the future.
  - g. Write down the appropriate 'thank yous' including parents, relatives, friends, Rabbis and Cantor.

#### D. Dress Rehearsal

A dress rehearsal with the Rabbi(s) and/or the Cantor will be scheduled for the week of the B'nai Mitzvah. (The Cantor and the Rabbi(s) usually reserve the Friday morning immediately before the Simcha for dress rehearsals, however when there is a shared Shabbat morning, both families need to rehearse at the same time to maximize the coordination of the double simcha.) At the dress rehearsal, your child may be filmed or photographed. Please call the Rabbi's Assistant at least one month before your event to schedule a dress rehearsal.

#### E. Mitzvah Project

The B'nai Mitzvah celebrates your child's entrance into Jewish religious responsibility. One tangible way of expressing your child's commitment to Mitzvot is for him/her to participate in a personal Mitzvah project. During the Mechina Family Education Series, you and your child will learn about Mitzvah project options.

We suggest your child finds a project that will not only make a difference to others but also that he/she will enjoy working on. In order to find an appropriate Mitzvah project we suggest each student asks himself/herself four questions:

- What am I good at?
- What do I like to do?
- What bothers me about what is wrong in the world and how could I change that?
- Whom do I know?

## IV. BAR/BAT MITZVAH SERVICE GUIDELINES

The Synagogue is a House of God and human fellowship. It calls for an atmosphere of dignity that comes from the exercise of common sense and good taste.

### A. Service Times

The following Service times are to appear on your invitations:

1. Friday Night services start at 6:15 PM.
2. Shabbat Morning services start at 9:30 AM.
3. Sunday Morning Rosh Chodesh services start at 9:00 AM.
4. Saturday evening Mincha/Ma'ariv Service times will fluctuate, depend ending on the time of sunset. (Please consult the Rabbi for the time that your invitation should state.)

### B. Service Arrival Times

The following times are when you and your guests should arrive for Services:

1. The B'nai Mitzvah family must arrive at least 10 minutes before the service is scheduled to begin.
2. Guests who have honors on Shabbat Morning must be in the sanctuary by 9:30 AM.
3. Ushers must arrive 10 minutes before the service is scheduled to begin.
4. Guests who have honors for a Mincha/Ma'ariv or Sunday Rosh Chodesh service must arrive 10 minutes before the service begins.

### C. Seating Arrangements

1. The B'nai Mitzvah will sit with his/her parents until the Rabbi invites him/her to come up to the Bimah for the Tallit Ceremony. The B'nai Mitzvah then remains on the Bimah for the rest of the service and sits in the chair next to the Cantor. When there are two B'nai Mitzvah then both will sit in the chairs next to the Cantor.
2. On Saturday mornings:
  - a. If there is only one B'nai Mitzvah, family and guests will sit in the front of the Cantor's lectern. The first few rows are reserved by the Events Director for family and guests. The Etgar class will sit in the first few rows in front of the Rabbi's lectern.
  - b. When there are two B'nai Mitzvah then the families and their guests will sit in the first few rows in front of the Rabbi's and Cantor's lecterns. Which family sits where will be decided in a joint meeting with the Rabbi during the rehearsal. On these mornings, the B'nai Mitzvahs will utilize both lecterns so that your child will be chanting his/her Haftarah from the lectern directly in front of you and your guests. The first few rows of each section are reserved by the Events Director for family

and guests. The Etgar class will sit in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> rows in front of the Rabbi's lectern.

#### D. Synagogue Attire

Synagogue attire should be modest and dignified:

1. Kippot, Tallitot, women's head coverings, prayer books and Chumashim are provided for all congregants.
2. All men, whether or not they are Jewish, must keep their heads covered at all times while inside the Synagogue premises.
3. Men being called to the Torah must wear a Kippah and Tallit. Jacket and tie should be worn.
4. Women coming to the Bimah must wear a Kippah or appropriate head covering. Women may also choose to wear a Tallit. We require that shoulders be covered and skirts should be of modest length.

#### E. Young Children

Parents are responsible for their young children's conduct during services.

1. Babysitting is usually available each Shabbat morning from 9:30 AM until noon. Please check with the Events Director at least one month in advance of your Simcha to be sure babysitting will be available.
2. If you expect more than five children who will require babysitting, please inform the Events Director well in advance so additional staff can be available.
3. Babysitting is not available for Saturday evening Mincha/Ma'ariv or Sunday Rosh Chodesh B'nai Mitzvah services.

#### F. Synagogue Etiquette

1. Photography, text messaging and cell phone use is not permitted on Shabbat anywhere in the Synagogue. The synagogue building is smoke free at all times.
2. There is no eating in the Sanctuary during services and we ask that you do not chew gum.
3. Prayerbooks should not be placed on the floor.
4. The Temple may be able to arrange for the security system to video the B'nai Mitzvah service in the sanctuary on Shabbat morning. Please refer to [Appendix O](#) and submit the form to the Events Director to inquire about the availability of videotaping your service. There is a fee of \$100 for each copy of the DVD.
5. All foods and flowers must be delivered to the Temple by 1:00 PM Friday. Nothing should be removed from the Temple until Shabbat ends.

#### G. Parents' Speech

You have the opportunity to deliver remarks to your child during the service. The content should include a spiritual charge, representing Jewish values and traditions. Highlights of his/her character, reminiscences, and tributes to family members no longer living are all

appropriate material for this brief speech. Speeches will be reviewed by the Rabbi and will be limited to 125 words per family. Guidelines for parents' speeches may be found in Appendix R.

#### H. Candy Throwing (Optional)

There is a custom some people follow of showering the B'nai Mitzvah with sweetness (throwing candy) at the B'nai Mitzvah. At Temple Israel, candy throwing during B'nai Mitzvah services is limited to those family and friends in the first three rows. The Events Director will provide candy at a cost of \$15.00 per family per Simcha. The B'nai Mitzvah family will designate someone (typically a younger sibling or cousin) to distribute the candy.

#### I. Bimah Decorations

In the main Sanctuary, there are two (2) floral arrangements--one in front of each lectern. You can provide two floral arrangements for the Bimah or you may use the silk floral bouquets that are already present on the Bimah free of charge. In lieu of flowers, you may choose to put a basket of goods or books that will be donated. [Appendix L](#) lists suggestions for Bimah decoration donations. Flowers or other decorations may not be placed in any other location in the Sanctuary.

#### J. B'nai Mitzvah Pamphlet—effective August 2008

Each Shabbat, Temple Israel will provide an informative pamphlet to be passed out by the ushers as congregants and guests enter the Sanctuary. Included in that pamphlet will be the list of aliyot and honors to be given out during the services. If you would like your honors to be listed, it is necessary to be sure that the clergy has the information two weeks prior to the date of the simcha. The Sunday honors list is identical to the honors list for the mincha / ma'ariv service.

When there are two B'nai Mitzvah, both children's names will be on the cover in alphabetical order and the honors of both families will be jointly listed on the back page. No other supplemental pamphlet may be distributed by the family of the B'nai Mitzvah. On the day of the B'nai Mitzvah service, the Events Director will place the pamphlets and other Temple Israel printed material in the Tallit and Kippot holders in the lobby areas for distribution by the Ushers.

#### K. Gabbai'im

On Saturday mornings and at Mincha there will be Gabbai'im (service facilitators) present to assist you and those participating in the service. There will be a Gabbai in the Sanctuary during the service to ensure that all individuals with honors are present, capable and prepared for their honors. The Gabbai will have a copy of the Aliyah List that you completed and during the service may need your assistance in locating those family and guests who have honors.

## L. Ushers

**Saturday Morning:** For B'nai Mitzvah Saturday morning services, you are requested to have four (4) Ushers, two (2) at each of the entrances of the sanctuary. When there are two B'nai Mitzvah, then each family will provide two (2) Ushers. We request that your ushers be Temple Israel members so they are familiar with temple Israel practices when welcoming your guests. Please refer to [Appendix J](#) for information on the Usher's duties. Ushers must perform their responsibilities from 9:30 am until 11:00 am Saturday morning. You should mail each of the Ushers a copy of Instructions for Ushers ([Appendix K](#)) at least two weeks prior to the date of the B'nai Mitzvah. It is preferable that ushers are Temple Israel members who are familiar with our practices. Ushers must be at the Temple ten minutes before the scheduled start time of the service.

**Saturday Evening:** For services in the Chapel, there should be one usher at the door to assist guests. For Saturday evening services that take place in the main sanctuary, there must be two ushers at the door off the main foyer. That is the only entry door for Saturday evening.

**Sunday Morning:** Same as Saturday evening.

## M. Kippot (Yalmulka/Skullcap)

There is no requirement to purchase personalized or colored Kippot for your Simcha as there are black Kippot available at each entrance. However, if you wish to provide personalized kippot honoring the B'nai Mitzvah you should plan on having at least one Kippah for every male guest you invite, one Kippah for each child in the Etgar class and at least 24 extra Kippot for the congregation. When there are two B'nai Mitzvah, the Kippot requirement remains the same for each family. If you are supplying Kippot, you must give them to the Events Director no later than the Thursday before the Simcha. The Events Director will place the Kippot in the Tallit and Kippot boxes at each door being used.

## V. THE BAR/BAT MITZVAH SERVICE

### A. Shabbat Morning Service and Honors

It is important to familiarize yourself with the Shabbat morning service and to learn when and where your family will be participating in the service. Please remind all family participants to arrive promptly at 9:30 AM so that the service can proceed smoothly without interruption. Arrival of B'nai Mitzvah family should be no later than 9:20 AM. Specific participation in the service (Torah readers, responsive readings, and honors) shall be assigned according to the B'nai Mitzvah Guidelines established by the Temple Israel Board and the Rabbi and at the discretion of the Rabbi and Cantor.

There are three parts to the Saturday Shabbat service: Shacharit, Torah Service, and Musaf Service. The important portions of each service and the approximate times each occurs are described below.

#### 1. Shacharit (9:30 AM)

The Shacharit service is comprised of three sections:

- a. The "Barchu," the call to worship.
- b. The "Shema", the cornerstone prayer of Judaism.
- c. The "Amidah," or standing prayer, which is either begun together as a congregation and then completed individually, or first recited by each worshipper privately and then repeated by the Cantor in its entirety.

#### 2. Torah Service—Seder Hotza'at HaTorah (10:00 AM)

- a. The Tallit Ceremony – the presentation of the Tallit to the B'nai Mitzvah by the parents. During the presentation, two family members (usually the parents) hold the Tallit over the shoulders of the B'nai Mitzvah and recite the first prayer. Then the B'nai Mitzvah recites the blessing for wearing the Tallit. After the prayer, the Tallit is placed on the B'nai Mitzvah's shoulders and the family members and the B'nai Mitzvah recite the third prayer. Please refer to Appendix G for the Tallit Presentation Blessings. We ask that you memorize the blessings if possible. When there are two B'nai Mitzvah then the Tallit presentation Blessings will be done simultaneously.
- b. Two Torahs are removed from the Aron Kodesh – the Holy Ark. The Rabbi leads the "Passing Down of the Torah" ceremony which includes Jewish great-grandparents, grandparents, parents and the B'nai Mitzvah. The family lines up on the Bimah in front of the Ark, from grandparent to the B'nai Mitzvah and the Torah, while being held by the Rabbi, is placed on each person's shoulder and passed to each person until resting on the shoulders of the B'nai Mitzvah. When there are two B'nai Mitzvah then the "Passing Down the Torah" ceremony will be done simultaneously.

- c. The Torahs are carried around the sanctuary to the accompaniment of singing by the congregation. All participants on the Bimah will follow the Torah during the processional around the sanctuary.
- d. At this point, the Chumash is used and the Siddur (prayer book) is put away. At Temple Israel we read a third of the weekly Parsha (Torah portion). The reading is divided into eight (8) or more sections. Before each section, a person comes up for an Aliyah, when they honor the Torah by chanting the appropriate blessings. Regardless of whether there is one or two B'nai Mitzvah, a family will receive a maximum of three (3) Aliyot not including the one for the B'nai Mitzvah. These Torah readings are done from the Cantor's lectern. Please refer to [Appendix H](#) for Aliyah Instructions.
- e. After completing the reading of the Torah, the scroll is lifted and put aside, with the honors of Hagbah (the lifting of the Torah) and Galee'ah (dressing the Torah). Please refer to [Appendix J](#) for Magbee'ah and Golel Instructions. You should mail these instructions to all who have these honors. Please remember that the person lifting the Torah must be capable of lifting a Torah that may weigh up to 30 pounds.
- f. At this point the B'nai Mitzvah student continues by reading an assigned portion from the Prophets known as the Haftarah. When there are two B'nai Mitzvah then each child shall chant the assigned half of the Haftarah and blessings from the lectern in front of his/her family and guests.
- g. The D'var Torah: The B'nai Mitzvah will give a talk relating to what he/she has learned from his/her reading.
- h. The family may choose to gently 'shower' the B'nai Mitzvah with candy and then the congregation will wish the B'nai Mitzvah a hearty Siman Tov.
- i. The Torah Service concludes with another processional around the sanctuary before the Torahs are returned to the Ark.
- j. The Rabbi's sermon typically comes at the end of the Torah service.

### 3. Musaf Service (11:15 AM)

This portion of our liturgy is a reminder of the additional sacrifices once offered by our ancestors to honor the Shabbat.

- a. The Amidah is either begun together as a congregation and then completed individually or first recited by each worshipper privately (in silence) and then repeated by the B'nai Mitzvah student or the Cantor.
- b. Ein Keloheinu is sung.
- c. Gift Presentations by the Rabbi on behalf of the Board, Men's Club, Sisterhood and our youth group.
- d. The B'nai Mitzvah families are invited to join the Rabbi and Cantor on the Bimah. The Kiddush and Motzi are recited.
- e. After Kiddush and Motzi, B'nai Mitzvah families and then the Etgar class walk down the center aisle into the Sandra and Leon Levine Social Hall.
- f. The congregation then joins in a Kiddush or Oneg in the Sandra and Leon Levine Social Hall.

#### 4. Saturday Morning Honors

The Aliyah List (Appendix D) must be returned to the Rabbi two weeks prior to your Simcha. Please follow carefully the instructions listed below:

- a. You are responsible for informing your guests as to their respective honors. Honors, except for the No Religion is an Island honor, should be given to Jewish men or women over the age of thirteen. Aliyot honors can only be given to men or women who are capable of reading the Hebrew blessings. Please send a copy of the Aliyah Instructions and Torah Blessings (Appendix H) at least two weeks prior to the date of the B'nai Mitzvah to all those who will be honored with an Aliyah so that they can prepare. At the rehearsal, the Rabbi will inform each family which Aliyah numbers he/she has assigned to your honorees.
- b. Please inform all your guests who have honors to be in the sanctuary no later than 9:30 a.m.
- c. A KOHEN or LEVI may receive any honor except Aliyot 3-7. If you have no KOHEN or LEVI, these honors will be given to members of the congregation.
- d. Each B'nai Mitzvah family will have Three Aliyot.
- e. Any honors that you have not assigned will be distributed to members of the congregation.
- f. Aliyot and Ark openings may be given to a couple, both of whom are Jewish.
- g. Please fill in your honorees' Hebrew names, as well as English.

#### B. Mincha/Ma'ariv and Havdalah Services and Honors

Temple Israel offers a Mincha/Ma'ariv and Havdalah service alternative to Shabbat morning B'nai Mitzvah. The Saturday evening service time will depend on the time of the year in which the B'nai Mitzvah occurs. Reminder, the Aliyah List (Appendix E) must be returned to the Rabbi two weeks prior to your Simcha.

##### 1. Mincha Service Outline:

- a. Responsive recitation of the Ashrei
- b. Hatzi Kaddish
- c. Torah Service (The D'var Torah, presentations, and parents' charge will take place during the Torah Service.)
- d. Recitation of the Introduction to the Amidah through the Kedusha, with the repetition of the Mincha Amidah
- e. Kaddish Shalem
- f. Aleinu
- g. Mourner's Kaddish

##### 2. Ma'ariv Service Outline:

- a. Bar'chu
- b. Shema and its blessings
- c. Hatzi Kaddish
- d. Silent Recitation of the Amidah

- e. Kaddish Shalem
  - f. Aleinu
  - g. Mourner's Kaddish
3. Havdalah Service Outline:
- a. Singing of Eliyahu Hanavi
  - b. Havdalah with the blessings for:
    - a. Wine
    - b. Spices
    - c. Candle
  - c. Singing of Shavua Tov
4. Honors for the Mincha/Ma'ariv Service:

The Aliyah List (Appendix E) must be returned to the Rabbi two weeks prior to your Simcha. Please refer to the instructions listed in the Torah section in Section VI A- 4 of this Bar & Bat Mitzvah Planning Guide for important information regarding these honors. For these services the B'nai Mitzvah family may assign all Aliyot.

- a. Open the Ark/Close the Ark:
- b. One person to carry the Torah, usually the Bar/Bat Mitzvah
- c. Three Aliyot plus one for the Bar/Bat Mitzvah
- d. Lifting and tying the Torah
- e. Carrying the Torah, returning the Torah to the Ark
- f. Opening and Closing the Ark
- g. English Prayer
- h. No Religion is an Island (optional)

C. Rosh Chodesh Sunday Morning Service

Temple Israel offers a Sunday Rosh Chodesh service alternative to Shabbat morning B'nai Mitzvah. Rosh Chodesh Sunday morning service will begin at 9:00 AM. The service itself will take approximately an hour and a half. The Aliyah List (Appendix D) must be returned to the Rabbi two weeks prior to your Simcha.

- a. Preliminary service and P'sukei D'zimar
- b. Barchu
- b. Shema
- c. Amidah
- d. Torah Service
- e. Musaf

#### D. Friday Night Service

Attendance at the Friday night service is required for all B'nai Mitzvah that will take place during the weekend. The Rabbi will work with the B'nai Mitzvah to assign which parts the students will participate during the service which may include: Kiddush, L'Cha Dodi, L'Chu N'Raninah and/or Yismechu,.

Friday Night English readings available for honors (shared equally if two B'nai Mitzvah)

- Page 267: A Song for Shabbat
- Page 283 Torah is a Closed Book
- Page 289 In Time to Come
- Page 293 Help Us, Our Father

Important reminder: All men and women ascending the Bimah must have their heads covered.  
Men called to the Torah must wear a Tallit.

Please speak to those women who will ascend the Bimah to remember modesty in dress. Dresses or skirts should be knee length and shoulders should be covered.

## VI. HOSPITALITY

### A. Jewish Celebration

We strongly encourage you to keep your Simcha in its proper perspective by having your celebration in accordance with the rules of Kashrut and Shabbat.

In acknowledging the position of the Rabbinical Assembly of Conservative Judaism, and abiding by resolutions of the Rabbinical Assembly Southeast Region, our Religious professional staff will only attend receptions that are kosher, parve or dairy.

### B. The TI Events Director

The Events Director is responsible for assuring that your simcha is a wonderful experience. You will be contacted by the Events Director approximately one year prior to your simcha. You are welcome to contact the Events Director at any time. The Events Director is available to answer your questions and guide you as you prepare for your Simcha.

### C. The Oneg

The Oneg is an opportunity for the members of our community and your invited guests to wish each other Shabbat Shalom and congratulate one another on the proud accomplishments of your child as the newest adult member of the congregation. Temple Israel celebrates these milestones as one community. Please see Appendix Q for more information on jointly sharing an Oneg.

A Kiddush or Oneg is always provided following services on Shabbat morning. If a family wishes to provide a more elaborate Kiddush they are able to do so within the guidelines provided by our facilities coordinator. The enhanced Oneg will be referred to as a Kiddush. If the families wish to provide a luncheon following the services for the congregation, that meal, se'udat mitzvah will also be announced from the pulpit.

The B'nai Mitzvah family which has a Shabbat morning service is responsible for providing the Saturday morning Oneg (celebratory Kiddush). The family will be responsible for including 250 congregants as well as all attending invited guests. When there are two B'nai Mitzvah on a Saturday morning, the families are expected to share the costs of the Oneg. The Events Director will assist the family (families) in planning the Oneg. The B'nai Mitzvah family can reserve up to 50% of the large round tables set out for the Kiddush or Oneg. When there are two B'nai Mitzvah then each family will be able to reserve up to one third of the large round tables set out. The Events Director will place the appropriate reserved signs on each of the reserved tables.

If your child is becoming a B'nai Mitzvah during a Mincha/Maariv service or Rosh Chodesh service, the family will be responsible to pay for their invited guest who will be attending Shabbat Saturday morning services and the Oneg.

#### D. Responsibilities for Temple Use

1. Any person or group using the Temple is responsible for leaving the property in the same condition as it was found. This includes all cleaning and putting all items back in their proper place.
2. All items (food or decorations) must be removed from the Temple within 48 hours after Shabbat or the event ends.
3. The kitchen and custodial staff take instruction only from the Events Director.
4. Any requests for the use of the kitchen or custodial for services other than those listed above must be made by contacting the Events Director.

#### E. Policy for Caterers

1. Caterers are required to hire their own staff. The Temple staff will be available only for supervision, not for cooking, cleaning, loading, unloading, etc.
2. No deliveries are permitted during the Shabbat and Holy Days, beginning at 1:00 p.m. on Friday or the eve of the Holy Day. In addition, decorations and all arrangements must be completed by 1:00 PM on Friday or the eve of a Holy Day. The Events Director can confirm when items may or may not be removed from the Temple. Items may not be removed until Shabbat ends.
3. Any and all questions regarding rules for catering should be directed to the Events Director.

#### F. Social Hall Reservations

On weekends where there are two Simchas, the evening B'nai Mitzvah has first right of refusal in using the Sandra and Leon Levine Social Hall that evening. If one year prior to the date of the service the family holding the evening service has not reserved the Social Hall, that family upon written notice from the Events Director will have thirty days from the date of the notice to place a non-refundable deposit for use of the Social Hall. If that family does not reserve the Social Hall in the given timeframe, then the family holding the Shabbat morning service may reserve the Social Hall. When there are two B'nai Mitzvah on a Shabbat morning, the reservation will be guaranteed for the first family that completes their reservation form and submits it to the Events Director along with the non-refundable deposit.

#### G. The Celebration Continues...

As previously set out in Section II, it is Temple Israel's policy that all members of the Etgar class must be invited to the B'nai Mitzvah service and any planned party. This prevents any child from feeling left out of his class's activities and is helpful to every youngster's morale. In addition to inviting each classmate to your celebration, please make every effort for your child to attend every other B'nai Mitzvah classmate's party. When there are two B'nai Mitzvah parties on the same date, consider starting at one and ending at the other. It is important to RSVP to the hosts and let them know what part of their party you will be attending so they can plan accordingly.

It is appropriate etiquette to invite the Rabbis and the Cantor to your celebration. Please remember that the Religious professional staff will only be able to attend receptions that are kosher, parve or dairy.

Temple Israel encourages parents to plan their celebrations so that they do not coincide with a classmate's evening B'nai Mitzvah service. It is common courtesy to allow all the members of the class to attend each B'nai Mitzvah service regardless of when the celebrations begin.

Please make every effort to RSVP in the stated timeframe so the hosting family can make the appropriate accommodations.

#### H. Behavior at all B'nai Mitzvah Parties

Your child will be invited to many B'nai Mitzvah celebrations. It is essential for you and your child to understand that a certain standard of behavior is required. Without the appropriate decorum and the respect for others and property, celebrations can be disrupted and even ruined for others.

1. Alcohol, drugs and smoking are not permitted.
2. Your child must stay in the designated areas at all times.
3. Your child must respect other people.
4. Your child must respect all property. Vandalism of any kind is not permitted.

You and your child will be expected to sign the CODE OF CONDUCT ([Appendix C](#)) at the beginning of the Etgar attending classmates' celebrations.

#### I. Rules for Parties at Temple Israel

1. One adult for each 10 children must be present, including the parents of the B'nai Mitzvah.
2. All children MUST remain in the Social Hall at all times and should leave the Social Hall only to go to the bathroom. Under no circumstances are they allowed to go into the Sanctuary.
3. A custodian must be present to ensure the Temple is left clean.
4. Smoking is not permitted inside the Temple.
5. Parents of the B'nai Mitzvah will be responsible for any damage to Temple property. It is advised that the parents hire independent security to help monitor their guests.
6. There must be sufficient light to enable the chaperones to see the Social Hall at all times during the party.

#### J. Other Simchas on Shabbat

If there is a baby naming or aufruf on the date of your B'nai Mitzvah, the B'nai Mitzvah family has primary responsibility for the Oneg. The other family holding a Simcha will be required to pay the B'nai Mitzvah family for their invited guests. The Events Director will facilitate this communication.

# APPENDICES & FORMS

# Appendix A

## HISTORY OF B'NAI MITZVAH

The custom of celebrating a B'nai Mitzvah in the synagogue with the young person reading from the Torah and chanting the Haftarah is a relatively new development in Jewish tradition. Bar Mitzvah, which literally means "son of the commandment," is a term signifying the point at which a young man becomes responsible for the Mitzvot according to our religious tradition. The great Rabbi Moses Maimonides states that the age of maturity for a boy is thirteen years plus one day, and for a girl, twelve years plus one day. Even though the term "Bar Mitzvah" appears in the Talmud, denoting the time at which a young Jew becomes subject to the laws of Torah, its usage to represent the occasion at which one assumes religious obligations does not appear before the 15th Century (Sefer Tziyyoni). It is clear based on our ancient writings that the parents of a child are responsible for his actions until he reaches the age of thirteen.

The original ceremony entailed a boy being called to the Torah for an Aliyah on the first day the Torah was read after his thirteenth Hebrew birthday. It was a public demonstration that he had assumed his place in the minyan of Israel. It was traditional that at the time the boy was called, his father would come with him and make the blessing "Blessed is He who has now freed me from the responsibility of this one." It later became Jewish tradition that the Bar Mitzvah was celebrated by the young man by donning the Tefillin in weekday public worship. The custom developed in western Europe that in recognition of his Bar Mitzvah, the young man would be called to the Torah on the Shabbat morning following his 13th birthday, at which time he would be allowed to read the Maftir portion from the Torah reading, as well as the Haftarah.

By the 17th Century, young men being honored on their Bar Mitzvah who had been blessed with nice singing voices, were allowed the privilege of chanting parts of the service for the congregation on Shabbat morning. It was customary that at the end of the Rabbi's D'rasha (sermon), he would bestow the Birkat Cohanim, the priestly blessing, upon the young man. Services would be followed by a very festive Kiddush in honor of this special moment. In Ashkenazi tradition, to celebrate the Bar Mitzvah, the young man was tutored by the Rabbi, or local teachers to prepare a D'var Torah, regarding a specific passage from the Talmud. As part of that ceremony, described by Solomon Luria, the boy would take the opportunity to thank his parents for all they had done in helping to raise him and to ensure that his education as a Jew would be complete.

We can see that the celebration of a boy's Bar Mitzvah has not changed substantially over the past 450 years. Today, as it was in our ancestors' time, a Bar Mitzvah is called upon to read the Torah and Haftarah, to deliver a D'var Torah, and, if capable, to lead parts of the service. The celebration is completed with a festive Kiddush or meal (Seudat Mitzvah).

While the celebration of Bar Mitzvah has been part of our history for hundreds of years, a special ceremony to honor a young woman upon becoming a Bat Mitzvah ("daughter of the commandment") does not appear within our religious tradition until the 19th Century. In his

## Appendix A (cont'd)

law codes, Rabbi Joseph Hyam mentioned a special ceremony for girls. The Bat Mitzvah ceremony originated in the western European countries of France and Italy, and it spread throughout the western world. Like most Jewish customs and traditions, the way in which a Bat Mitzvah was conducted varied from country to country, from city to city. It was not uncommon to find a young woman attaining the age of 12 years plus one day to be called upon to recite portions of, or the entire Haftarah before her congregation, or to recite selected prayers before her family and friends. This new tradition evolved because a woman was not allowed to be called to the Torah on Shabbat morning but that the Haftarah could be read on Friday night in front of the congregation.

In other locales, the ceremony of Bat Mitzvah was limited to a celebration at home, or very simply by the young lady presenting a D'var Torah to her female classmates and relatives. The first modern Bat Mitzvah ceremony in the United States of America was a celebration of the Bat Mitzvah of Judith Kaplan, the daughter of Rabbi Mordechai Kaplan in March, 1922. Today in an egalitarian synagogue, such as Temple Israel, the celebration of a Bat Mitzvah is handled in the same way as a Bar Mitzvah for a boy. The ceremony begins with the presentation of a Tallit, the passing down of the Torah, and then continues with the girl delivering a D'var Torah, reciting of the Maftir and Haftarah, and if capable, leading different parts of the service.

# Appendix B

## Timeline for Planning the B'nai Mitzvah

There are many details to remember when planning your Simcha. This timeline provides some guidance on how far in advance things can be completed or considered. It is also possible to get everything done in a shorter time, if needed. Please remember that this you should modify this timeline to your own needs.

### 36 months to 24 months in advance

- Date is assigned according to Temple Israel's policy
- B'nai Mitzvah fee is paid in order to confirm date
- Sign and return Contract for Acceptance of B'nai Mitzvah date and policies.
- Attend Junior Congregation regularly (at least 75% of the time).
- Child continues in good academic standing in Religious school (attend at least 75% of the time).

### 18 months to 12 months in advance

- Decide on type of event and estimate number of guests
- Meet with Events Coordinator to plan your Simcha
- If reserving Temple's Social Hall, make the required deposit
- If not reserving Temple, reserve other location
- Contract with caterer, DJ, photographer
- Parents and children sign CODE OF CONDUCT ([Appendix C](#)).

### 12 months in advance

- Mitzvah Project: Work with your child to research and choose a Mitzvah project that is of interest. Decide on scope of the child's commitment and have project approved by the Rabbi.
- Start thinking about the Tallit. Some families use an heirloom; others purchase a new Tallit. Please consider the Temple Israel Judaica Shop. If you are going to have the Tallit custom made, figure out by whom, and start thinking about how you would like it to look.

### 12 months to 6 months in advance

- Child begins training with Cantor or his designee; receives Torah, Haftarah materials and Trope Trainer.
- Work on Mitzvah project.
- Attend services on Saturday mornings –especially all of your classmate's Simchas
- Consider what arrangements you would like for Seudat Mitzvah following the service on Saturday morning. Book Temple Israel kitchen if you are going to be baking.
- Develop guest list with current addresses
- Select and order invitations (Please consider ordering through the Temple Israel Judaica Shop)
- Arrange accommodations for out-of-town guests
- Decide if you will offer other events or meals over the weekend for visiting guests
- Decide on decorations, centerpieces, sign-in boards, party favors
- Consider sending out or contacting out-of-towners with a "Reserve the Date" message
- Review child's progress with Cantor.

## Appendix B (cont'd)

### 6 months to 4 months in advance

- If you would like to ask a family member or special friend to read from the Torah you will need to speak with the Cantor to have the portions assigned. Review Torah blessings with any family members who are receiving Aliyot.
- Review child's progress with Cantor.
- Order Kippot, flowers, Tallit (Please consider ordering through the Temple Israel Judaica Shop)

### 3 months in advance

- Family to attend 8 services in the three months preceding your Simcha, including not less than 4 B'nai Mitzvah services.
- Make appointments for your family to meet with the Rabbi, and for your child to meet with the Rabbi to begin work on his/her D'var Torah.
- Finalize menu, decorations.
- Make arrangements for clothing for family members.
- Review child's progress with Cantor.

### 2 months in advance

- Prepare the D'var Torah
- Submit B'nai Mitzvah student's profile to office for Kol Israel Bulletin (with photograph).
- Complete Mitzvah project.
- Review child's progress with Cantor.
- Address and mail invitations (include directions, hotel information).

### 2 months to 1 month in advance

- Call Rabbi's office to schedule Dress Rehearsal.
- Prepare list of honorees and give to the Rabbi.
- Meet with Rabbi to review D'var Torah.
- Create agenda for your celebration party.
- Confirm all arrangements with service providers
- Review child's progress with Cantor.

### 1 month to 2 weeks in advance

- Inform Rabbi/office of any late changes in honorees.
- Parent turns in copy of their speech (Parent's charge) to Rabbi for approval
- Child co-leads portion(s) of service Friday or Saturday
- Develop a seating plan for any private parties Review child's progress with Cantor.

### 1 Day in advance

- Dress Rehearsal
- All food and/or flowers and decorations to be delivered to Temple before 1 p.m. Friday

## Appendix B (cont'd)

### B'nai Mitzvah Day

- Bring any notes on leading the service and the D'var Torah (clearly written or printed in large print).
- Bring child's copy of the Haftarah portion.
- Bring blessing(s) to be offered to the B'nai Mitzvah.
- Bring B'nai Mitzvah's Tallit.
- Inform Rabbi (in writing) of any last minute changes in honorees.
- Have your arrangements in place for the Seudat Mitzvah.
- Enjoy the special day with family, friends and the Temple Israel community!!
- Take gifts home from Temple

### Afterwards (Parents and/or child)

- Send Thank You notes
- We encourage all students to attend the Consolidated Hebrew High School after they have finished their studies at Temple Israel.

# Appendix C

## CODE OF CONDUCT

Your child will be invited to many B'nai Mitzvah services and celebrations during the coming years. It is essential for you and your child to understand that a certain standard of behavior is required. Without the appropriate decorum and the respect for others and property, celebrations can be disrupted and even ruined for others. Furthermore, if your child is found participating in inappropriate behavior, he or she may not be allowed to attend further Temple Israel affiliated B'nai Mitzvah celebrations.

1. OUR CHILD WILL NOT USE ALCOHOL, DRUGS AND SMOKING.  
(Meaning possession and/or ingestion)
2. OUR CHILD MUST STAY IN THE DESIGNATED AREAS AT ALL TIMES.
3. OUR CHILD MUST RESPECT OTHER PEOPLE.
4. OUR CHILD MUST RESPECT ALL PROPERTY. VANDALISM OF ANY KIND IS NOT PERMITTED.

We are aware that there is a certain standard of behavior that is to be expected when attending a B'nai Mitzvah service or celebration. Therefore, we,

\_\_\_\_\_ have discussed this  
Parent(s) Name (please print)

with: \_\_\_\_\_ and are in agreement  
Son or Daughter's Name (please print)

as to what his/her proper conduct should be while he/she is in attendance at any Temple Israel associated B'nai Mitzvah. We also agree that any violation of said rules would result in the immediate notification of the parent(s). Finally, we agree that if the inappropriate behavior persists, there could be consequences, including, but not limited to, suspension from the privilege of attending B'nai Mitzvah celebrations affiliated with Temple Israel and/or Temple Israel will not require others to invite our child to upcoming parties.

\_\_\_\_\_  
Parent(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

# Appendix D

## TEMPLE ISRAEL ALIYAH/HONORS LIST

Saturday Morning

Each family may assign 3 Aliyot (regardless if it is a single or shared Shabbat morning) and all other honors will be split equally between the families. Please provide English names and Hebrew names where indicated on this form.

Date: \_\_\_\_\_ Event: \_\_\_\_\_ / \_\_\_\_\_  
Bar/Bat Mitzvah English Name/Hebrew Name/Parent's Hebrew Names  
Example: Bat Mitzvah of Karen Hodes/Chasya Orach Bat Avrom v' Chana

Ark Opening/Closing: \_\_\_\_\_

Carry Torah: 1 \_\_\_\_\_

Carry Torah: 2 \_\_\_\_\_

Hagbah1 (Raise the Torah): \_\_\_\_\_

G'lilah1 (Replace Torah Ornaments): \_\_\_\_\_

Hagbah 2 (Raise the Torah): \_\_\_\_\_

G'lilah 2 (Replace Torah Ornaments): \_\_\_\_\_

English Prayer: \_\_\_\_\_

Carry Torah 1 \_\_\_\_\_

Carry Torah 2 \_\_\_\_\_

Open Ark \_\_\_\_\_

Close Ark \_\_\_\_\_

Ein Keloheinu \_\_\_\_\_

No Religion Is An Island:  
(English Reading page 807) \_\_\_\_\_

Continued on Next Page

Appendix D (cont'd)

Aliyah A

English name \_\_\_\_\_  
Hebrew name \_\_\_\_\_ Ben/Bat \_\_\_\_\_  
Parent's Hebrew Name \_\_\_\_\_

Aliyah B

English name \_\_\_\_\_  
Hebrew name \_\_\_\_\_ Ben/Bat \_\_\_\_\_  
Parent's Hebrew Name \_\_\_\_\_

Aliyah C

English name \_\_\_\_\_  
Hebrew name \_\_\_\_\_ Ben/Bat \_\_\_\_\_  
Parent's Hebrew Name \_\_\_\_\_

Please inform the Rabbi if any of your Aliyah honorees are a Kohen or Levi.

USHERS: (At least four OR two if you are sharing a Shabbat morning service)

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Gift Presentations are made by the Rabbi on behalf of the Board of Trustees, Men's Club, Sisterhood and Youth.

**This sheet must be turned to the Rabbi's office no later than  
TWO WEEKS prior to the event.**

# Appendix E

## TEMPLE ISRAEL ALIYAH/HONORS LIST

Saturday Evening for Mincha/Ma'ariv Service or Rosh Chodesh Sunday Morning

Date: \_\_\_\_\_ Event: \_\_\_\_\_ / \_\_\_\_\_

Bar/Bat Mitzvah English Name/Hebrew Name/Parent's Hebrew Names

Example: Bat Mitzvah of Karen Israel/Chasya Israela Bat Avrom v' Chana

Ark Opening/Closing: \_\_\_\_\_

Carry Torah:

(Usually for the B'nai Mitzvah)

1st Aliyah

English name \_\_\_\_\_

Hebrew name \_\_\_\_\_ Ben/Bat \_\_\_\_\_  
Parent's Hebrew Name \_\_\_\_\_

2<sup>nd</sup> Aliyah

English name \_\_\_\_\_

Hebrew name \_\_\_\_\_ Ben/Bat \_\_\_\_\_  
Parent's Hebrew Name \_\_\_\_\_

3<sup>rd</sup> Aliyah

English name \_\_\_\_\_

Hebrew name \_\_\_\_\_ Ben/Bat \_\_\_\_\_  
Parent's Hebrew Name \_\_\_\_\_

4<sup>th</sup> Aliyah (for Bar/Bat Mitzvah)

English name \_\_\_\_\_

Hebrew name \_\_\_\_\_ Ben/Bat \_\_\_\_\_  
Parent's Hebrew Name \_\_\_\_\_

Hagbah (Raise the Torah): \_\_\_\_\_

G'lilah (Replace Torah Ornaments): \_\_\_\_\_

English Prayer: \_\_\_\_\_

Carry Torah: \_\_\_\_\_

Open Ark: \_\_\_\_\_

Close Ark: \_\_\_\_\_

No Religion Is An Island:  
(English Reading on Page 807) \_\_\_\_\_

Continued on Next Page

## Appendix E (cont'd)

The presentation of all gifts from the congregation, including those provided by the Board of Trustees, The Men's Club, The Sisterhood and the Temple Israel Youth Department will be presented by the Rabbi presiding at the service.

USHERS: (At least two for Evening or Rosh Chodesh service)

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This sheet must be returned to the Rabbi's office no later than TWO WEEKS prior to the event.
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# Appendix F

## TEMPLE ISRAEL HONOR LIST

Friday Evening Service

The following honors are available for the Friday night service. For any weekend that has two B'nai Mitzvahs, the honors will be split evenly.

A Song for Shabbat

Page 267

Torah Is A Closed Book

Page 283

In Time to Come

Page 289

Help Us, Our Father

Page 293

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**This sheet must be returned to the Rabbi's office no later than  
TWO WEEKS prior to the event.**

## Appendix G

### TALLIT PRESENTATION BLESSINGS

(Parents recite:)

ברוך אתה ה' אלהינו מלך העולם אשר  
קידשנו במצותיו וציונו לגדל בנים לתורה.

Baruch atta Adonai, Eloheinu melech ha'olam, asher  
kiddishanu bimitzvotahv vitzeevahnu ligahdel bahnim  
laTorah.

(Bar/Bat Mitzvah recites:)

ברוך אתה ה' אלהינו מלך העולם אשר  
קדשנו במצותיו וציונו להתעטר בציצית.

Baruch atta Adonai, Eloheinu melech ha'olam, asher  
kiddishahnu bimitzvotahv, vitzeevahnu lihitahteif  
bahtzeetzeet.

(Together recite:)

ברוך אתה ה' אלהינו מלך העולם שהחיינו  
וקימנו והגיענו לזמן הזה.

Baruch atta Adonai, Eloheinu melech ha'olahm,  
shehecheyahnu, vikeyehmahnu, vihigeeyahnu  
lahzmahn hazeh.

# Appendix H

## ALIYAH INSTRUCTIONS

At all B'nai Mitzvah, family members are honored with the privilege of reciting the blessings over the Torah. This honor is referred to as an Aliyah, which means "going up." The name is derived from the fact that you will ascend to the Bimah where the Torah is read. Implied in the title is the spiritual ascent it represents. Please make sure that everyone who has been assigned an Aliyah familiarizes themselves with the Torah blessings and procedures by providing the Aliyah Instructions to all family and guests having Aliyot.

1. All those called to the Torah are required to wear a Kippah or other head covering. All men are required, and women are encouraged, to wear a Tallit.
2. When you are called for your Aliyah, please stand to the right of the person reading the Torah.
3. After your name is called, touch your Tallit (or the Torah binder) to the spot the Torah reader shows you. Then kiss the Tallit or the binder and then recite the Hebrew blessing. Note: On the lectern there is a card to the right of the Torah, which contains the prayer in Hebrew and transliteration. Please see the second page of these Aliyah Instructions for the Torah Blessings.
4. When you are finished, step to the right and remain standing next to the Gabbai until the next person completes the concluding blessing for his or her Aliyah.
5. It is customary to shake hands and wish this person "Yasher Koach" – more strength, well done. When someone wishes you "Yasher Koach" the response is "Baruch Tihyeh" – may you too be blessed.
6. Next, walk over to the Rabbi and those sitting with him, shake their hands, proceed to the Cantor and shake hands with those around him and descend from the Bimah and return to your seat.

*We ask that you make a copy of these Aliyah Instructions and send them to each family member or guest who is honored with an Aliyah.*

## Torah Blessings ברכות התורה

Touch the fringe of the tallit to the spot shown to you by the reader. You then kiss the fringe and say:

בְּרַכּוּ אֶת יְיָ הַמְּבָרָךְ

*Barchu et adonai hamvorach*

The congregation will respond with the following line. Repeat it, then continue with the following lines:

בָּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד

*Baruch adonai hamvorach l'olam vaed.*

בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר  
בָּנוּ מִכָּל הָעַמִּים וְנָתַן לָנוּ אֶת תּוֹרָתוֹ. בָּרוּךְ  
אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

*Baruch atah adonai elohaynu melech haolam, asher bachar  
banu mikol ha'amim venatan lanu et torato.*

*Baruch atta adonai, notayn hatorah.*

---

### After the Torah reading:

Again, touch the spot shown to you by the reader and kiss it before reciting the following:

בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר נָתַן  
לָנוּ תּוֹרַת אֱמֶת, וְחַיֵּי עוֹלָם נָטַע בְּתוֹכֵנוּ. בָּרוּךְ  
אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

*Baruch atah adonai elohaynu melech haolam, asher  
natan lanu torat emet, vechayai olam natah b'tochaynu.*

*Baruch atah adonai, notayn hatorah.*

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# Appendix J

## MAGBEE'AH AND GOLEL INSTRUCTIONS

### Instruction for the Magbee'ah – Lifting the Torah Scroll

1. Come to the Bimah when you hear “Ya-amdu Ha Magbee'ah V'Ha-Golel.”
2. The person who will lift the Torah, “Magbiah (if male) or “Magbihah (if female) should be able to lift 30 pounds.
3. S/he first must place a hand on each of the handles. Unroll the scroll so that three columns are showing. Pull the scroll down so that the discs above the handles are past the end of the pulpit. Press down so that the leverage will enable you to lift the scroll without undue strain.
4. Raise the scroll so that the text is level with the top of your head, turn around so that your back is to the congregation allowing them to see the three exposed columns of the Torah text.
5. Walk to the open seat behind the lectern and sit down. When you are seated, the “Golel” (if male) or “Golelet” (if female) will dress the Torah. After the Torah has been taken from you, shake hands with the personnel on the Bimah, and return to your seat. (If the Rabbi is talking please wait until he or she has finished before returning to your seat.)

### Instructions for the Golel – Dressing the Torah Scroll

1. Come forward when the reader announces “Magbee'ah and Golel.”
2. When the Magbee'ah is seated, please assist him or her in closing the Torah scroll by taking hold of the two top handles and winding until the scroll is wound tightly. Take the binder and either clip it or tie it at the front of the scroll (facing the person holding it). Place the Torah cover over the scroll, followed by the breastplate, the Yad, and the Crown in that order (all facing the person holding the Torah).
3. Upon completion please shake hands with the persons seated on the Bimah and then return to your seat.

*Please make a copy of these instruction and give them to each person with Magee'ah and Golel honors.*

# Appendix K

## INSTRUCTIONS FOR USHERS

1. Ushers should remain at their assigned stations for the designated time (9:30-11:00 am – Saturday morning).
2. Please wear your Usher nametag. This should be ready at your station (in Tallit boxes) and will help people know who you are, particularly newcomers.
3. On Shabbat, there are several flyers that need to be collated and handed out to the congregants.
4. Please ensure that the following Temple rules are followed:
  - a. All males should wear Kippot
  - b. All Jewish males over 13 should wear a Tallit on Saturday mornings
  - c. Head coverings and Tallitot are optional for Jewish females
  - d. Congregants should turn off cell phones and pagers before going into the Sanctuary
  - e. Tallitot should be removed before entering the restrooms
5. Please direct and assist any mobility-impaired person to the designated handicap seats in the rear of the Sanctuary. Devices for the hearing impaired are available from the Gabbai.
6. The Sanctuary doors should be closed at the beginning of the Amidah for both Shacharit and Musaf Services. This is immediately following the introductory Kaddish and until the end of the Kedushah (following L'Dor va Dor). Doors are also closed when the Ark is open and during the Rabbi's sermon. During those times, no one should enter or exit the Sanctuary unless it is an emergency.
7. An adult must accompany all children on the balcony.
8. Prayer books are available at the congregants' seats.

4 Ushers are needed for Saturday morning services

2 for Saturday evening and Sunday Rosh Chodesh

*We ask that you make a copy of these instruction and send them to each of your designated Ushers.*

# Appendix L

## BIMAH DECORATIONS

Suggestions to incorporate Gemilut Chasadim (Giving of Lovingkindness) into your Simcha:

1. Use centerpieces that can become gifts for institutional use following the B'nai Mitzvah ceremony:
  - A. Sporting goods used as centerpieces can be donated to the Levine JCC, local YMCA or other Youth Center.
  - B. Floral decorations can be given to nursing homes or convalescent centers the day after the Bar Mitzvah.
  - C. Food baskets used as centerpieces can be distributed afterwards to organizations that feed the underprivileged, such as Jewish Family Services.
  - D. Toys used as centerpieces can be distributed to children in need after the B'nai Mitzvah.
  - E. Books can be donated to the Levine Sklut Judaic Library and Resource Center.
  
2. In lieu of party favors given to other children, donations can be made in their honor:
  - A. Plant trees in Israel through the Jewish National Fund and present the certificate as a favor.
  - B. Provide donations to the Food Bank, which provides food for the needy, and present each child with a certificate stating that a donation was made in his honor.
  - C. Make a donation to Mazon (a national organization which feeds the hungry) in honor of each participant with appropriate acknowledgement cards being given out at the bar mitzvah celebration. [www.mazon.org](http://www.mazon.org)

Mazon - A Jewish Response to Hunger  
1990 South Bundy Drive, Suite 260  
Los Angeles, CA 90025-5252
  
3. Use baskets of goods, foodstuffs or books in lieu of Bimah Flowers:
  - A. Contact Jewish Family Service. They create baskets for the Bimah that are then used for JFS clients.
  - B. See ideas above may be implemented for larger baskets on the Bimah.

# Appendix M

## SOCIAL HALL RESERVATION

Please complete this form and return it immediately to the Temple office.

A NON-REFUNDABLE DEPOSIT OF \$100 MUST ACCOMPANY THIS RESERVATION FORM.

1. Name of Bar/Bat Mitzvah \_\_\_\_\_ Date Assigned \_\_\_\_\_
2. Name of Parent/Guardian \_\_\_\_\_
3. Address \_\_\_\_\_ Zip \_\_\_\_\_
4. Home Phone \_\_\_\_\_ Business Phone: \_\_\_\_\_
5. Are you planning to hold a celebration in the Social Hall of Temple Israel?  
Dinner on Friday Evening      Yes \_\_\_\_\_ No \_\_\_\_\_  
Saturday Evening Dinner & Party      Yes \_\_\_\_\_ No \_\_\_\_\_  
Sunday Brunch      Yes \_\_\_\_\_ No \_\_\_\_\_  
Sunday Evening Party      Yes \_\_\_\_\_ No \_\_\_\_\_
6. Do you wish to have candy?      Yes \_\_\_\_\_ No \_\_\_\_\_

Please list the caterer for each function \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The deposit of \$100.00 will be credited against the total charges to be made by the synagogue for the B'nai Mitzvah. The B'nai Mitzvah date will be considered as reserved only when this form and the non-refundable deposit have been received in the office.

I hereby request that the above date be reserved for the B'nai Mitzvah of my child, and I am enclosing the \$100.00 deposit which is to be applied to the total fees to be charged by the synagogue.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

# Appendix N

## KITCHEN RESERVATION BAKING FORM

Name: \_\_\_\_\_ Date \_\_\_\_\_

\$25.00 Deposit Paid: \_\_\_\_\_ Refunded: \_\_\_\_\_ By: \_\_\_\_\_

### Kitchen Rules

1. Anyone who wants to use the Temple's kitchen must have knowledge of the kitchen and agree to abide by the Kitchen Rules.
2. Only ingredients marked with a U or K or symbols approved by the Temple's staff, in advance, may be brought into the kitchen.
3. Baking for dairy and parve events must be done on separate days OR the kitchen must be completely cleaned after baking dairy (or parve) before starting to bake the other.
4. All plastic bins containing baking goods MUST be taped, marked with name and stored in the proper walk-in freezer.
5. A deposit of \$25.00 must be paid at the time the kitchen is reserved. The deposit will be returned if the kitchen is left in the same conditions of cleanliness as found. This includes:
  - o All appliances must be cleaned
  - o All dishes must be washed, dried and put away
  - o The floor must be swept
  - o All items used must be replaced in their proper place.
6. We request that no children under 12 be in the kitchen during baking.

I certify that I have read the Kitchen Rules and agree to abide by them or forfeit my deposit.

Signed \_\_\_\_\_

Make sure that you check off items under #5 and sign when clean up is completed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix O

## DVD ORDER FORM & WAIVER

Recording may not be available for all service times. For more information please contact the Events Director.

DVD Fee: \$100.00 (the fee is \$50 per family when there is a shared Shabbat morning simcha)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Nos. (H) \_\_\_\_\_ (W) \_\_\_\_\_

Event: \_\_\_\_\_

Day/Date: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

### Waiver

I, \_\_\_\_\_, understand that Temple Israel is not a professional video

(Full name of purchaser)

company and that the video I am purchasing will not be a professional production. I also realize that since the equipment must be set prior to Shabbat and not touched again until after Shabbat, Temple Israel cannot guarantee the delivery of a video due to malfunction or any other act that is out of our control. If, for some reason, we are not able to deliver a video to you, we will refund your \$100 payment.

NOTE: In order to have this video produced for your special occasion; this form must be completely filled out, accompanied by a check for \$100, made payable to Temple Israel and returned in person. This will then be signed and dated by a staff member and you will be given a copy for your records.

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Received by / Date

I, \_\_\_\_\_, do not wish to order a DVD.

( Please print full name)

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Received by/Date

# Appendix P

## B'NAI MITZVAH RESOURCES

The Ultimate Bar/Bat Mitzvah Celebration Book: A Guide to Inspiring Ceremonies and Joyous Festivities.

Jayne Cohen and Lori Weinrott, Clarkson N Potter, 2004.

Bat Mitzvah, A Jewish Girl's Coming of Age

Barbara Diamond Goldin, Viking Press, 1995.

40 Things You Can Do to Save the Jewish People: Parenting Tips for Raising "Good Enough" Jewish Kids

Joel Lurie Grishaver, Torah Aura, 1997.

Bar Mitzvah: A Jewish Boy's Coming of Age

Eric A. Kimmel, Viking Press, 1995.

The Complete Bar/Bat Mitzvah Book: Everything You Need to Plan a Meaningful Celebration

Patty Moskovitz, Career Press, 2000.

Bar Mitzvah/Bat Mitzvah: Planning the Perfect Day

Amy Nebens, David Lewis Sternfeld & Ellen Silverman, Stewart, Tabori & Chang Publishers, 2005.

A Spiritual Journey: The Bar/Bat Mitzvah Handbook

Seymour Rossel, Behrman House, 1993.

Putting God on the Guest List: How to Reclaim the Spiritual Meaning of Your Child's Bar or Bat Mitzvah

Rabbi Jeffrey K. Salkin, Jewish Light Publishing, 1996.

The Bar/Bat Mitzvah Memory Book

Rabbi Jeffrey K. Salkin, Jewish Light Publishing, 2001.

The Complete Bar/Bat Mitzvah Planner: An Indispensable, Money-Saving Workbook for Organizing Every Aspect of the Event – From Temple Services to Reception

Linda Seifer Sage, Danscott Publishing, 1999.

Danny Siegel's Bar and Bat Mitzvah Mitzvah Book: A Practical Guide for Changing the World through Your Simcha

Danny Siegel, Town House Press, 2004.

# Appendix Q

## Sharing Successfully Working With Another Family in Preparing For A Bar/Bat Mitzvah

This sharing experience will be an integral part of your memory of the weekend. As the parent of a bar/bat mitzvah child, your jobs are (in order of importance):

- to support your child's efforts to prepare her/himself, and
- to facilitate arrangements for ancillary events on the celebratory weekend.

Meet your partner family early in the process, well before making arrangements for party venue, time, and invitations (10-12 months before the simcha). If there is anything about the weekend that is really important to you, express it as a request, and express it early. Prioritize your wishes. Give concessions generously, with good grace. This shared event is a stellar opportunity to model good behavior regarding compromise and negotiation to your child. Use it wisely!

For shared Simchas, there are many issues that should be discussed and decided with your 'simcha partner.' The list below outlines many of the issues that families should discuss. The Rabbi and the Events Director are always available to provide families with guidance as they make these decisions.

### SERVICES

- Aliyot — who will do which Aliyot? (e.g. 1 family does ark opening & closing before Torah reading, the other does it after Torah reading; or split them)
- Torah readers — who (besides the Bar/Bat Mitzvah child)?
- Kippot — will you coordinate colors, styles?
- Ushers — whose ushers will stand where?
- Candy — who will supply basket trim (usually Terri Cathcart) - who will supply kids to distribute candy?
- Bimah decorations — flowers? plants?
- Mitzvah project? alternatives?
- Rehearsal — dressed up for pictures or not?

### FRIDAY NIGHT DINNER

Who will use the Social Hall for Friday night dinner?

## Appendix R (cont'd)

### KIDDUSH LUNCHEON/ONEG

- Catering
  - Who will cater?
  - Who will communicate/negotiate with caterer?
  - Menu?
  - Kids' menu?
  - Cost?
  - Each family should pay caterer their share (how will you apportion cost for uneven numbers of guests? (split cost of community 250 people in half, then each pay for own guests.)
  
- setup details (buffet table arrangement, ribbon color(s) trim, bar/cabaret tables, centerpiece on food table)
  - Desserts: Bake or buy or both?
  - Coordinate recipes/purchases to avoid duplication
  - Both families supply people for traying on Friday morning before event at 9 am
  - Imprinted paper napkins?
  
- Table centerpieces
  - What?
  - Same for both kids?
  - Who will make?
  - Who will deliver to Temple?
  - Who will deliver to recipient(s) afterwards?

### PARTIES

- Time parties to enable class to attend an evening service, if applicable.
- Guest lists are likely to overlap. Many Etgar students may attend both parties if they occur at the same time. Ideally, the Etgar student will return his/her reply in a way that allows you to adequately plan for the number of guests attending your party.
- When to send invitations - courtesy to keep each other informed. Families might want to mail invitations to overlap guests on the same day (of course, we are all at the mercy of the US Postal Service).

# Appendix R

## Guideline for Parents' Speeches

The parent' speech is a poignant part of the Bar/Bat Mitzvah service. Parents are invited to share a few personal words of reflection and blessing with their child before the entire community. The theme of the speech should be dignified. The following guidelines may help you as you prepare your speech:

- Make the subject matter of your speech as close to the Torah portion as you can. Use it to teach a lesson to your child and/or the congregation.
- Use the speech as a time to express your true feelings for your child and not necessarily a time to list all of their accomplishments focusing on the young adult that is becoming Bar/Bat Mitzvah.
- Keep it short. it's not a testimonial. Approximately 125 words or  $\frac{3}{4}$  of a page.
- Be loving!
- The reception is a wonderful place to express lengthy appreciation of your child and your guests.

All speeches should be limited to a total of 125 words and must be reviewed by the Rabbi prior to the B'nai Mitzvah weekend.

# Temple Israel



## Judaica Shop

*Your Time is Valuable*

- Bar/Bat Mitzvah Registry
- Personalized Kippot
- Tallit, Clips and Bags
- Jewelry – Music – Books  
– and everything Judaica

**Gift Shop Hours**

Sunday, Tuesday, Wednesday & Thursday:  
10:00 AM to 1:00 PM  
Fridays: 11:00 AM to 1:00 PM  
OR By Appointment 704-362-2796